



LDD PLAT REVIEW AND RESUBMITTAL PROCESS

Generally there are three locations where applications are submitted to the Department related to private development activities:

- Development Management Division (DMD) on 15th Floor who handles Planning and Development Proposals related to zoning and use.
- Land Development Division (LDD) on 5th Floor who handles the development of the land (final processing of plats and infrastructure improvements).
- Building Officials Office on 5th Floor who handles the permitting of private improvements on private property (such as Building, Parking Lots, private grading, etc.)

This document is intended to assist with b) above as it pertains to Final Plat Resubmittals.

Final Plat Applications are initially submitted to DMD, a), above. The documents are distributed to various reviewing entities, including LDD. The reviewing entities provide comments to Development Management, and in the case of LDD, our comments related to the Plat are entered digitally into the BFPT Kiva permit type, which is viewable in KivaNet. LDD's reviews cover both the Final Plat Document and related Supplemental Document Review by our LDD Plat Review staff, but it also includes a review by our LDD Plan Review (Engineering) staff as it relates to the dedications on the plat for public infrastructure.

Based on published cut-off dates and completeness of application schedules the application for review by the Development Review Committee (DRC) and City Plan Commission (CPC). At DRC all staff comments are presented to the Applicant, and a DMD Staff Report is generated compiling all entity comments. The DMD Staff Report is then compiled with other Staff Reports for publication to the CPC just prior to the CPC Hearing. DMD presents the projects to CPC, and a final Disposition Letter is published. Typically with Final Plat applications, this disposition letter is a list of the applicable development conditions that apply to this Final Plat Phase, and it also contains a list of corrections to the Final Plat drawing. **This final disposition letter signifies the end of the Final Plat processing by DMD.**

All resubmittals of the Final Plat (or in the case of Minor Subdivision – Condominium Plats) are to be submitted for review and processing by LDD Plat Review, who takes over in the processing of that Final Plat after CPC. This is done to ensure close coordination with the LDD Plan Review of the infrastructure improvements and dedications to be shown on the Final Plat

Use the Following Resubmittal Form.

[IB159 Land Dev Div Final Plat Resubmittal Application Form Part D](#)